



1401

## MEMORANDUM

From: R. R. Rodriguez, CAPT  
CG PSC (OPM)

To: CAPT Raymond W. Pulver, USCG

Subj: PRECEPT CONVENING A PANEL TO CONSIDER APPLICANTS FOR  
APPOINTMENT TO THE POSITION OF COAST GUARD BAND DIRECTOR

Ref: (a) Section 336, Title 14, U.S. Code  
(b) Officer Accessions, Evaluations, and Promotions Manual, COMDTINST M1000.3,  
Article 1.A.6  
(c) COMCOGARD PSC Arlington VA 211334Z May 12/ALCGPSC 059/12

1. Pursuant to the authority provided by references (a) and (b), a Selection Board is appointed consisting of yourself as President and the following members:

CAPT John T. Kondratowicz, USCG - Member  
CAPT Andrea M. Marcille, USCG - Member  
CAPT Kenneth W. Megan, USCG - Member  
CDR Lisa K. Mack, USCG - Member

CWO Theresa A. Roldan, USCG - Non-voting Recorder

2. The Board shall convene at 1300, 22 October 2012, in the 3<sup>rd</sup> Floor Boardroom of the Coast Guard Academy Alumni Center in New London, CT, or as soon thereafter as practicable, to select candidates on a fully-qualified and best-qualified basis for appointment to the position of Coast Guard Band Director. Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of personnel and the efficiency of the Coast Guard, perform the duties imposed upon them, and that they will not disclose their proceedings to any person not a member of the Board.

3. The Board shall be provided a list of eligible candidates along with copies of their records and application packages. The Board shall then review each candidate's record and application to determine whether that candidate is fully-qualified. The Board shall refer to the provisions of Article 1.A.6.d and 1.A.6.e of reference (b), as well as additional direction provided in reference (c), for specific guidance and qualification requirements. Those candidates found to be fully-qualified will then appear before the Board for further evaluation in accordance with Article 1.A.6.f of reference (b). The Board shall place the names of the finalists on an eligibility list,

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rank ordered on a best-qualified basis, with a recommendation for the grade to which the officer shall be appointed (O-2 thru O-6), for the Secretary's consideration.

4. It is important for the Board to remember that the appointed candidate will be serving in a highly visible officer billet with significant public and media exposure. In addition, he or she will be responsible for developing, maintaining, and directing public performances of the acclaimed 55-member U.S. Coast Guard Band on both national and international stages. The selectee must possess knowledge of supply, administration, and personnel management, as well as be familiar with military protocol at ceremonial affairs. You should emphasize to the members of the Board the importance of their obligation to confine themselves to facts of record and not predicate judgments on rumor or hearsay. At the end of your deliberations, all members must be able to say that the members recommended for appointment are, in the opinion of at least a majority of the members of the Board, the best-qualified to carry out the duties and responsibilities of the grade for which they are selected.

5. The members you select must be capable of providing the leadership needed to meet present missions and to prepare the Coast Guard for future challenges. The Coast Guard is firmly committed to equality of treatment and opportunity for all personnel without regard to race, creed, color, gender, national origin, or occupational specialty. Your selectees must be able to help the Coast Guard provide superior public service across all missions and foster cohesiveness in our work force that strengthens the development of diversity. They must have the ability to form effective partnerships within and without the service, and support the innovations needed to more effectively and efficiently manage the Coast Guard's resources.

6. The Board shall submit a report in writing signed by all members of the Board. Except for the report of this Board, the proceedings of the Board shall not be disclosed to any person not a member of the Board. You will direct the members of the Board that their recommendations shall be kept confidential until the Secretary approves the report on behalf of the President, and the names of members selected for appointment are released to the Service at large.

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Encl: (1) Commandant's Guidance to PY13 Officer Selection Boards